

# Running Holds Placed Reports in Destiny

The screenshot displays the Destiny library management system interface for Elmwood Park Middle/High School. The top navigation bar includes the BLS School Library Consortium logo, the school name, and a menu with options: Home, Dashboard, Catalog, Circulation, Reports, and Back Office. The 'Reports' tab is highlighted with a red circle. In the top right corner, there are links for 'Abacon', 'Log Out', 'Help', and 'Community', along with a 'Messages' icon. On the left sidebar, 'Library Reports' is highlighted with a red circle. The main content area is titled 'Library Reports' and is organized into several sections:

- Catalog -- Titles & Copies**
  - Barcode Lists - Identify used and unused copy barcodes. [Show More](#)
  - Bibliography - Create reading lists for curriculum or promotion. [Show More](#)
  - Call Number Reports - Identify copies that may be incorrectly cataloged. [Show More](#)
  - Reported Abuses - View reported abuses submitted by your patrons. [Show More](#)
  - Shelf List - List copies in the order they should be shelved. [Show More](#)
  - Title & Copy List - List your collection with optional copy detail. [Show More](#)
  - Weeding Log - List copies that were weeded, deleted, or transferred. [Show More](#)
- Circulation**
  - Current Checkouts/Fines - Identify or send notices to the patrons with checkouts/fines. [Show More](#)
- Follett Digital and eContent**
  - Follett Digital - View Follett Digital reports (This will open in a new browser window) [Show More](#)
- Holds**
  - Holds - View all current holds and reserves. [Show More](#)
  - Hold Notices - Print or email ready hold notices. [Show More](#)
- Inventory Control**
  - Completed Inventories - View the results of completed inventories. [Show More](#)
  - In-Progress Inventories - Report on inventories that are in-progress. [Show More](#)
- Labels**
  - Barcode Labels - Create new or replacement copy barcode labels. [Show More](#)
  - Reading Program Labels - Create new or replacement Reading Program Labels. [Show More](#)

**Step 1: Open the Reports tab then the Library Reports sub-tab.**

**BLS** School Library Consortium  
List All Sites

Elmwood Park Middle/High School

Home Dashboard Catalog Circulation **Reports** Back Office

Abacon Log Out Help Community

Messages

Library Reports

My Favorites

Library Reports

Patron Reports

Report Builder

Report Manager

### Catalog -- Titles & Copies

Barcode Lists - Identify used and unused copy barcodes. [Show More](#)

Bibliography - Create reading lists for curriculum or promotion. [Show More](#)

Call Number Reports - Identify copies that may be incorrectly cataloged. [Show More](#)

Reported Abuses - View reported abuses submitted by your patrons. [Show More](#)

Shelf List - List copies in the order they should be shelved. [Show More](#)

Title & Copy List - List your collection with optional copy detail. [Show More](#)

Weeding Log - List copies that were weeded, deleted, or transferred. [Show More](#)

### Circulation

Current Checkouts/Fines - Identify or send notices to the patrons with checkouts/fines. [Show More](#)

### Follett Digital and eContent

Follett Digital - View Follett Digital reports (This will open in a new browser window) [Show More](#)

### Holds

**Holds - View** all current holds and reserves. [Show More](#)

Hold Notices - Print or email ready hold notices. [Show More](#)

### Inventory Control

Completed Inventories - View the results of completed inventories. [Show More](#)

In-Progress Inventories - Report on inventories that are in-progress. [Show More](#)

### Labels

Barcode Labels - Create new or replacement copy barcode labels. [Show More](#)

Reading Program Labels - Create new or replacement Reading Program Labels. [Show More](#)

**Step 2: Click **Holds** under the **Holds** category.**

**BLS** School Library Consortium  
List All Sites

Elmwood Park Middle/High School

Abacon Log Out Help Community

Home Dashboard Catalog Circulation **Reports** Back Office

Messages

Library Reports > View Requests

My Favorites  
Library Reports  
Patron Reports  
Report Builder  
Report Manager


How do I? [Customize View] **Printable**

**ILL Requests**

To be filled by Elmwood Park Middle/High School

Status	Title	Patron	Requested	Expires
En Route	Francis Marion Crawford. <a href="#">Details</a> (Copy: 37902000131403 / Call #: 813.52 PIL) (for Northern Valley Old Tappan High School)	Lauren Lee	12/20/2016	2/27/2017
Checked Out	The history of the English novel... / by Ernest A. Baker. <a href="#">Details</a> (Copy: 37902000140511 / Call #: 823.09 BAK V. 1) (for Northern Valley Old Tappan High School)	Janice Cooper		
Returning	The miracle worker, a play for television. <a href="#">Details</a> (Copy: 37902000049258 / Call #: 812 GIB) (for Alfred Faust School)			
Returning	The miracle worker, a play for television. <a href="#">Details</a> (Copy: 37902000128375 / Call #: 812.5 GIB) (for Alfred Faust School)			
Returning	The miracle worker <a href="#">Details</a> (Copy: 37902000049266 / Call #: 812 GIB) (for Alfred Faust School)			
Returning	The miracle worker <a href="#">Details</a> (Copy: 37902000089361 / Call #: 812 GIB) (for Alfred Faust School)			
Returning	The miracle worker <a href="#">Details</a> (Copy: 37902000291090 / Call #: 812 GIB) (for Alfred Faust School)			
Returning	Hide and shriek <a href="#">Details</a> (Copy: 37902000290308 / Call #: YP FIC MOR) (for North Bergen High School)			
Returning	Number 7, Alexander Hamilton's secret attempts to control American foreign policy, with supporting documents. <a href="#">Details</a> (Copy: 37902000018451 / Call #: 327.73 B) (for Dumont High School)			

Customize View  
Use the following options to create a customized holds transaction list.

View the details for items requested after the date  

Include:  Local Pending  Local Ready  Local Expired  Local Reserved  Unapproved Requests  ILL Requests

**Update**

**Step 3:** A **Holds** overview will open automatically. You may print it by clicking the **Printable** icon.

**Step 4:** You can modify this report using the **calendar** icon to select an after date. Click the **update** button.